

**CALIFORNIA APPRENTICESHIP COUNCIL**

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## **EQUAL OPPORTUNITY IN APPRENTICESHIP COMMITTEE MEETING**

### **MINUTES**

Thursday – October 28, 2010 8:30 A.M.

#### **I. Call To Order/ Roll Call**

CAC Commissioner Julia Dozier called the meeting to order at 8:34 A.M.

Members present: Julia Dozier, Dina Kimble, Anne Quick, Scott Gordon, Pat McGinn, Donna Bechthold (A), Aram Hodess (A), Les DenHerder and Acting Chief Glen Forman.

All members were present. A quorum was met.

Review/Approval of the minutes of July 29, 2010

Commissioner Quick made a motion to approve the minutes and Commissioner McGinn seconded the motion. All were in favor. The minutes were approved as written.

#### **II. English-Language Learner – Presentation of Laborers' J.A.T.C. – Scott Gordon**

- Mr. Gordon passed out material on ESL programming. He spoke about a portion of the material that stated that an attorney will deter you from doing different things regarding mandatory orientation. Drug testing, assessing, language skills and several others documents. He continued on to say that if you do not have operating procedures and common procedures then you could be found liable and you may be leaving yourself open for loss.
- He continued his presentation with the Candidate Physical Agility Test, CPAT, which is recognized through out the country. His program patterned their physical endurance & agility test on the national test for fire fighters. The Laborers added the test to the standards operating procedures and it is now implemented the same exact way at all of their training locations. Their drug testing is done through an outside source. They have ESL as well.
- Mr. Gordon suggested that the three programs need to be done in a synchronized manner. Evaluators need to be trained and tested on how they implement and process the information.
- Mr. Gordon shared a handout which he indicated would provide everything except ESL that needs to be in place to avoid possible liabilities. The Laborers' ESL training begins with training on how to fill out an application and part of the initial assessment as they go through the training. They also provide flip books and teaching aids prior to that assessment for equipment

recognition. He pointed out the portion of the handout about Uniform Administrative Procedures.

- If anyone has any questions. They can contact Mr. Gordon at [scott@laborersjac.com](mailto:scott@laborersjac.com).
- Mr. Gordon described the procedure that an individual goes through in order to enter into the Laborers' apprenticeship classes according to their operating procedures and the assessment process, so they can enter the program.
- Mr. Gordon indicated that one of the issues that arise during their sub committee meetings is when someone states they cannot speak English while their education and training may indicate otherwise.
- Others shared their experiences and stated that they make the English language requirement clear when they first speak with a potential apprentice. They then document that they have explained all the requirements of the program and have alerted them to the difficulties and limitations they could have should they choose to proceed with the program with limited English abilities.
- Mr. Gordon stated that his program provided bi-lingual classes or instructors.
- It was noted that questions 10, 24 & 25 on the "Laborers Training School" form are confidential questions and could be a violation under the privacy act. Mr. Gordon will look into it.

### III. Cal/OSHA

- Commissioner Dozier stated that there is a new policy form OSHA that requires employers to teach their employees their safety rules and procedures in a language that can be understood. She further stated that if anyone had a requirement to include OSHA 10 and OSHA 30 as part of their programs that they should be aware of the new regulation as they are included in this requirement.
- She reminded everyone of the information on Heat Illness Prevention available in both English and Spanish, put out by Cal/OSHA is available on the back table.

### IV. The New York Times

- Ms. Dozier spoke about a couple of articles; *Building Towers, Razing Sexism* and *Skilled Trades Are Tough To Crack; Women Fight to Gain Ground*. The articles are issues of women in the trades and how they address the challenges that their male counterparts don't have to deal with.

### V. Other Items of Interest

- Ms. Dozier announced that she attended a Trades Women Inc. event honoring women in the trades. There were two organizations whose staff members were honored; the Operating Engineers, which included their training director Tammy Castillo, and the Northern California Carpenters' program coordinators.
- Ms. Castillo spoke about her starting out in the trades 25 years ago and how the fact that she was given an award by the Trades Women Inc. for being a valuable female apprentice. Now, 23 years later as a director of her apprenticeship program she received an award for her recruitment and retention in the promotion of females in the apprenticeship programs. Three

of the Operating Engineers' coordinators were also recognized: Holly Brown, Sherry Chapin, & Deborah Carrell.

- In honor of his upcoming retirement, Commissioner Dozier presented Chief Deputy Director, David Rowan with an award for making a difference in apprenticeship. Mr. Rowan thanked the committee and spoke about the pride he feels on the accomplishments that have been made in apprenticeship.

## VI. Adjournment

The meeting adjourned meeting at 9:38 a.m.